



Detroit Water and Sewerage Department Meeting Minutes - Final Board of Water Commissioners

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Friday, April 26, 2019

1:00 PM

5th Floor Board Room, Water Board Building

BOWC Special Meeting No. 2

1. CALL TO ORDER

Vice Chair Blackmon called the meeting to order at 1:07 p.m.

2. ROLL CALL

Present: 4 - Commissioner Linda Forte, Commissioner Mary Blackmon, Commissioner John Henry Davis and Commissioner Jonathan Kinloch

Excused: 2 - Commissioner Michael Einheuser and Commissioner Jane Garcia

Absent: 1 - Commissioner Lane Coleman

3. APPROVAL OF AGENDA

Vice Chair Blackmon requested approval of the agenda.

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that the agenda be approved. The motion carried unanimously.

4. APPROVAL OF MINUTES

Vice Chair Blackmon requested approval of the minutes of March 15, 2019.

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that the minutes be approved. The motion carried unanimously.

5. PUBLIC COMMENTS (3 minutes per speaker)

Cheryl Bennett of 16536 Cherrylawn came before the Board regarding water damage.

6. ITEMS FROM THE COMMISSIONERS

There were none.

7. UNFINISHED BUSINESS

There were none.

8. NEW BUSINESS**A. [19-00119](#) Baker Tilly Overview of Policies**

Sponsors: Pospiech

Attachments: [DWSD - BOWC Update April 2019](#)

Commissioner Jane Garcia joined the meeting at 1:56 p.m.

A motion was made by Commissioner Linda Forte, seconded by Commissioner John Henry Davis that this Communication or Report be received and filed. The motion carried by a unanimous vote.

B. [19-00120](#)

The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Finance policies: **1.) Accounts Payable, 2.) Internal Audit Governance, 3.) Internal Audit Activities and Reporting, 4.) Budget Preparation and Submittal, 5.) Budget Monitoring, and 6.) Budget Amendment**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

Sponsors: Naughton

Attachments: [Accounts Payable](#)
[Internal Audit Governance](#)
[Internal Audit Activities Reporting](#)
[Budget Preparation and Submittal](#)
[Budget Monitoring](#)
[Budget Amendment](#)
[Policy and Procedure - Internal Audit Charter](#)

A motion was made by Commissioner Linda Forte, seconded by Commissioner John Henry Davis that this Policy be placed on the table. The motion carried by a unanimous vote.

C. [19-00121](#)

The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Customer Service policies: **1.) Payment Intake, 2.) Voluntary Discontinuation of Service**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

Sponsors: Pospiech

Attachments: [Payment Intake](#)
[Voluntary Discontinuation of Service](#)

Commissioner Michael Einheuser joined the meeting at 2:08 p.m.

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner Linda Forte that this Policy be approved. The motion carried by

a unanimous vote.

- D. [19-00124](#) The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Public Affairs policies: **1.) Media Communication, 2.) Emergency Communication and Public Notification**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

Sponsors: Pospiech

Attachments: [Policies and Procedures - Media Communicationv2](#)
[Policies and Procedures - Emergency Communications - FINAL 5.13.2019v2](#)

A motion was made by Commissioner Linda Forte, seconded by Commissioner Jonathan Kinloch that this Policy be placed on the table. The motion carried by a unanimous vote.

- E [19-00125](#) The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Legal policies: **1.) FOIA Requests**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

Sponsors: Pospiech

Attachments: [FOIA](#)

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner John Henry Davis that this Policy be approved. The motion carried by a unanimous vote.

- F. [19-00126](#) The Board of Water Commissioners for the City of Detroit Water and Sewerage Department approves the following Security policies: **1.) Surveillance, 2.) Disclosure of Sensitive Information Related to Critical Assets, 3.) Firearms**, and authorizes the Director to take such action as may be necessary to effectuate the policies.

Sponsors: Pospiech

Attachments: [Video Surveillance](#)
[Disclosure of Sensitive Info Related to Critical Assets](#)
[Firearms](#)

A motion was made by Commissioner Linda Forte, seconded by Commissioner Jonathan Kinloch that this Policy be approved. The motion carried by a unanimous vote.

9. **DIRECTOR'S COMMENTS**

There were none.

10. COMMENTS BY COMMISSIONERS

Commissioner Blackmon asked how the closure of the incinerator affects the department transporting to the landfills. Director Brown replied that there was an effect to the City's trash disposal. The Department of Public Works (DPW) were forced to renegotiate contracts for additional landfill space. Commissioner Blackmon asked whether it was difficult to find locations? Director Brown replied that it was not. She also asked if any of the locations are in the city? Director Brown replied, no.

Commissioner Blackmon stated that at the last evening meeting of April 17, 2019, Russ Bellant spoke about the 83/17 percent ruling. His ascertainment was that the city is getting an overflow from the highlift stations and that ruling should change and have some impact on the renegotiation of that percentage. She asked if the department were looking into it. Director Brown replied yes. He said the 83/17 ruling only applies to 10 percent of the overall budget. He also said that this matter will be addressed in the DWSD/GLWA reconciliation committee.

11. COMMENTS BY THE CHAIR

Chairman Einheuser suggested the concept of a Consent Agenda. This would allow the Board an opportunity to focus more on departmental matters.

Vice Chair Blackmon stated that she was in favor of exploring the concept.

Commissioner Kinloch stated that he agrees with the consent agenda concept with explanation.

Commissioner Forte stated she was in agreement with this process with media outreach.

12. OTHER MATTERS

Next Special meeting is May 31, 2019 at 1 p.m.

13. ADJOURNMENT

Vice Chair Blackmon requested a motion to adjourn.

A motion was made by Commissioner Jonathan Kinloch, seconded by Commissioner Michael Einheuser that the meeting be adjourned. The motion carried unanimously.